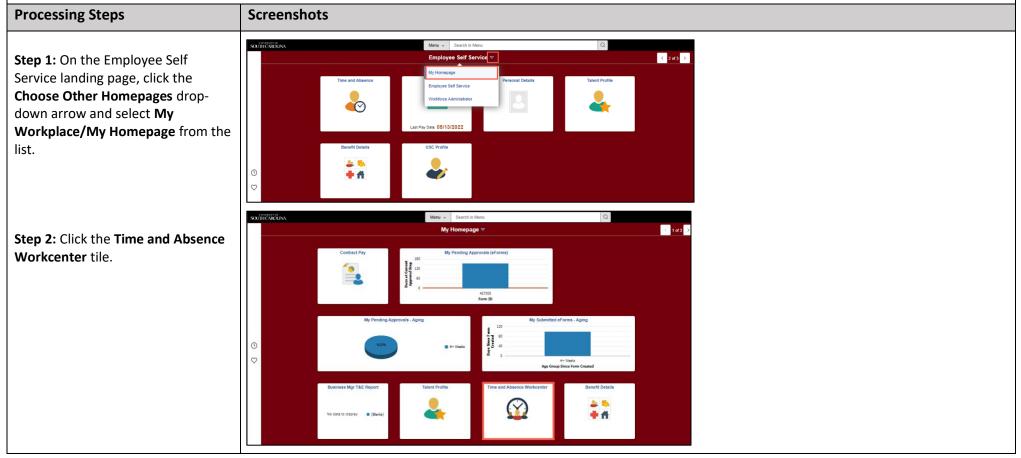


How to request holiday comp payout on a punch timesheet:

This job aid outlines how a TL/ABS Approver can request holiday comp payout on behalf of an employee instead of adding the hours to their holiday comp balance. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > My Workplace/My Homepage > Time and Absence Workcenter





Time and Absence Workcenter

University of South Carolina Time and Labor – TL/ABS Approver Request Holiday Comp Payout on a Punch Timesheet on Behalf of an Employee

provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.	< Manage Scope My Sco My Work Exceptions Approvals Reporte
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.	 ✓ Links Approve T Manage Ti Absence F ✓ Queries Time and I Absence N

Step 3: Click the Manage Time and Absence drop-down arrow.

Manager Self Service		Pending Approvals	
Scope C &			
▼ My Work	All Reported Time	Quantily for Approval 22.50 Hours	2 rows Routed
Exceptions		04/25/2022 - 04/29/2022	05/10/2022
Approvals	Reported Time	Quantity for Approval 37.50 Hours 05/02/2022 - 05/06/2022	Routed > 05/10/2022
Reported Time 2			
▼ Links			
Approve Time and Absence	~		
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Time and Labor	-		
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 Reports/Processes 			



Click the Timesheet option e list. To enter time for a specific ee, begin by clicking the utton. Approvals Reported Time • Links Approve Time and Abs Manage Time and Abs Timesheet Payable Time Detail Leave and Compensa- Weekly Time Calenda	Timesheet Image: Comparison of the search Options. eees to apply the default Manager Search Options.
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Request Absence	
View Absence Reque	
Absence Balances	
Cancel Absences	



Step 6: To find a specific employee,			T to be d		
enter their USCID in the Employee	Manager Self Service Scope C ③	Enter Time	Timesheet		
ID field. As you begin entering the	▼ My Scope		One Frankrisse to apply the default Manager Parcels Onlines		
ID, employee names populate	- My Work	Get Employees Filter	Get Employees to apply the default Manager Search Options.		
below.	Exceptions	Get Employees	Cancel Filters	Done	
Stop 7. Click Dana to make an to the	Approvals		Employee ID H161 Q		
Step 7: Click Done to move on to the	Reported Time		Empl ID Display Name		
Enter Time page.	▼ Links		H161		
	Approve Time and Absence				
	Manage Time and Absence		First Name		
	Timesheet	n	Department Q		
	Payable Time Summary	"	Supervisor ID Q		
	Payable Time Detail		Reports To Position		
	Leave and Compensatory Time		Number		
	Weekly Time Calendar		Reset		
	Request Absence View Absence Requests				
	Absence Balances				
	< Manager Self Service		Timesheet		ଲ ଦ ଦ : Ø
Step 8: Click the Employee	Scope C 😔	Enter Time			
Name/Tile line to view the Enter	✓ My Scope	Select Employee			1 row
Time page.	✓ My Work	T			↑J.
	Exceptions	Name/Title/Em	ployee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
	Approvals	Painter			
	Reported Time 1		- 700410 - Active		15.00
	▼ Links				



A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

In this example, the employee worked the holiday and requested to receive a payout. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

View Lege	tum to Select Employee			Scheduled 32.	Enter Tim 3 July - 9 July Weekly Period - PS 00 Reported 0.00 Ho	2022]		Clear Save for	Q A : (
Holiday(s)	bay Summary		In Lu	nch	In O	ut Time Rep	orting Code Quantity	Comments	Reported Status	Comp Tin
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<mark>04</mark>	Monday									
Jul	Reported 0.00 /Scheduled 8.00	•					~		New	
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Jul	Reported 0.00 /Scheduled 8.00						▼	\bigcirc	New	
06	Wednesday									
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07	Thursday									
Jul	Reported 0.00 /Scheduled 8.00	•					•	\bigcirc	New	
08	Friday									
Jul	Reported 0.00 /Scheduled 8.00	•					~	0	New	



Notice Monday is highlighted in yellow indicating it is a UofSC holiday and therefore is not a scheduled workday.

<u>Note</u>: If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

Step 10: To enter the hours worked begin by entering 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field.

Step 11: Click the Time Reporting Code drop-down arrow and select REGHR – Regular Hours.

You can only have one TRC per line.

				Sc		luly - 9 July 2022 Ily Period - PS Deliver orted 0.00 Hours Un				
iew Lege oliday(s)	nd): 07/04/2022 - Independence Day								Clear Save fo	r Later Submit
	Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity Comments	Reported Status	Comp Tin
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Jul	Reported 0.00 /Scheduled 8.00	0					CMPPM - Comp Taken - Military CMPPW - Comp Taken - WC CMPTT - Compensatory Time Taken		New	
)6	Wednesday						HCMPP - Holiday Comp Payout HCTK - Holiday Comp Taken HMPPF - Holiday Comp Taken - FMLA HMPPM - Holiday Comp Tkn - Military			
Jul	Reported 0.00 /Scheduled 8.00	•					HMPPT - Holiday Comp Taken HMPPW - Holiday Comp Taken - WC ONCAL - On Call REGHR - Regular Hours		New	
)7	Thursday						RECORK - Regular Hours			
Jul	Reported 0.00 /Scheduled 8.00	•							New	
8	Friday				10.110					
Jul	Reported 0.00 /Scheduled 8.00	Θ					v		New	



Step 12: To request a payout for the hours worked on the holiday, click the Look up Comp button.	Manager Self Service Lum to Select Employee		Sch		ly - 9 July 2022 Period - PS Deliver					6 Q Δ Ι (
	nd : 07/04/2022 - Independence Day								Clear Save for	Later Submit
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	Tuesday									
	Reported 0.00 /Scheduled 8.00						•		New	٩
Step 13: Click to select the Holiday Worked Hours Payout (HOLPAYOUT) option from the list.	Empl Rec: 0 FTE Active 700410 Painter View Legend Holiday(s): 07/04/2022 - Independence Day Day Summary 0.3 Sunday Jul Reported 0.00 /Scheduled OFF 0.4 Monday Jul Reported 0.00 /Scheduled 8.00	Cancel Search for: Comp Time Search Criteria Search Results Comp Time 0 COMPTIME HOLPAYOUT		Com	ription ◊	ookup			2 rows	ar Save for Later Submit



Notice that HOLPAYOUT is now populated in the Comp Time field. This prompts the system to payout the time worked on the holiday.	< Manager S			July - 9 July 2022 kty Period - PS Deliver ported 0.00 Hours Una			Enter Time	Clear Save for L	.ater Submit		ŵ Q Δ ፤ (
	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
	DAM	12:00:00PM	12:30:00PM	4:30:00PM		v [New	HOLPAYOUT Q		۹) W012345
						•		New	٩		۹
Step 14: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the hours worked for the first	K Manager S			July - 9 July 2022 skly Period - PS Deliver oorted 0.00 Hours <mark>i</mark> Una	► ed approved Time 0.00		Enter Time	Clear Save for I	Later Submit		<u>ଲେର୍ଚ୍ଚ</u> ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ୍ଚ
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	In	Lunch	In	Out		Quantity	Comments	Reported Status	Comp Time		Work Order
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					REGHR - Regular Hours	•		New	α		٩



For this example, the employee worked the same daily schedule.

Step 15: To enter the hours worked for the remaining workdays enter 8:00am in the **In** field, 12:00pm in the **LUNCH** field, 12:30pm in the second **IN** field, and 4:30pm in the **OUT** field for each day.

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tep 16: Add the Time Reporting	< Manager	Self Service					Enter Time				Ĝ	Q 4 : (
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	09	Saturday										
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the order number that corresponds with the hours worked each day. For this example, the employee only worked with one work order for the entire week. 12000PM 12300PM 4300PM RECHR-Regular Hours V O New HOLPAYOUT Q Q W012345 12000PM 12300PM 4300PM RECHR-Regular Hours V O New Q Q Q W012345 12000PM 12300PM 4300PM RECHR-Regular Hours V O New Q Q Q W012345	12345
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Step 18: The timesheet is complete. Click the Submit button to submit the timesheet for approval.		elf Strvice rades Specialis IV etum to Selact Employee			Sc		Enter Time				. ne	
	View Leg Holiday(end s): 07/04/2022 - Independence Day									Clear Save for	Later Submit
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Step 19: When you enter time on a holiday, a warning message will appear informing you that the reported date is a holiday. Click the **OK** button to save the reported time and return to the timesheet.

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										Clear Save for	Later Submit
	Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
03	3 Sunday										
Ju	Reported 0.00 /Scheduled OFF	0						~		New	
04	4 Monday										
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0	5 Tuesday				[OK Cancel]				
Ju	1	•	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	• [New	
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08	3 Friday										
			8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	REGHR - Regular Hours	~		New	



The timesheet will	not submit when:
--------------------	------------------

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to the employee.

Step 20: Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

Manager Sel	If Service					Enter Time				ፍ	Q A : (
				[ïmesheet is Submitte	d for the period 2022	-07-03 - 2022-07-09				:
	des Specialist IV turm to Select Employee				د 3 J	uly - 9 July 2022	•			👗 Pret	Next 👗
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